

## Allowing SRO Access in FastLane

- 1). Once you are logged on to FastLane click on the Proposal Functions link;
- 2). Next click on the Proposal Preparation link;
- 3). Click on the Prepare Proposal button;
- 4). From the Proposal Actions page, please select the Allow SRO Access button.
- 5). Click on GO beside Allow SRO to **view, edit and submit** proposal. This will allow me to submit for you when the time comes.

You may see an error message or warning. Please ignore that message and click on 'Proceed' to allow SRO access.

You will now see a list of the OSP personnel with SRO Access. Please click on the 'OK' button and you will be returned to the Proposal Preparation Page.